

INSTRUCTIONS FOR REAL ESTATE APPRAISER

STATE CERTIFICATION OR STATE PROVISIONAL LICENSE

CONNECTICUT RESIDENT APPLICANTS

SEEKING TO TAKE STATE CERTIFIED APPRAISER EXAM – GENERAL OR RESIDENTIAL

EDUCATIONAL QUALIFICATIONS: REFER TO SECTION IV ON THE APPLICATION FORM.

Select the type of Certification you are applying for. Choose only one category.

Section I. Complete the personal information about the applicant.

Section II. For Provisional applicants only - Sponsor completes this section.

Section III. Provide the relevant history concerning the applicant.

Section IV. Refer to Section IV on the Application Form for details.

Section V. List a history of applicant's Appraisal Employment History.

Section VI. List the examples of applicant's Work Product – Use attached Appraisal Experience Log.

Section VII. Three (3) character references to sign under Section VII and attest to applicant's integrity.

Section IX. Notary Public required: Applicant attests to truthfulness of information regarding Application.

Appraisal Experience Log: Use the Appraisal Experience Log attached to this application. The attached *Sample* is in accordance with a format approved by the Connecticut Real Estate Appraisal Commission and mandated by the Appraisal Foundation and the Appraisal Qualifications Board.

APPLICANTS FOR STATE PROVISIONAL LICENSED APPRAISER

Choose Provisional Appraiser category.

Complete Sections I, II, III, IV, VII, and IX; complete Section VIII if you are a non-resident.

Submit original course completion documents as proof of the required seventy-five (75) hours of education.

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
USPAP	15 Hours

RECIPROCAL APPLICANTS WITH CURRENT CERTIFICATION

NON-RESIDENT OR RESIDENT

Reciprocal States: Arizona, Illinois, Louisiana, Maine, Massachusetts, Missouri, New Hampshire, New York, Rhode Island, Tennessee, Washington, Wyoming

Provide Certification of License History from State where you obtained original Certification by Examination.

Certifications of License History must have been issued within previous 60 days of application.

Choose type of appraiser Certification or Provisional license. Complete Sections I, II (if applicable), III, VIII IX.

APPLICANTS FROM NON-RECIPROCAL STATES

NON-RESIDENT OR RESIDENT

Must currently hold an active Certification from Non-Reciprocal State.

Choose type of appraiser certification or provisional license. Complete Sections I, II (if applicable), III, VIII, IX.

Provide Certification of License History from State where you obtained original Certification by Examination.

Certifications of License History must have been issued within previous 60 days of application.



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
LICENSING SERVICES
165 CAPITOL AVE - HARTFORD, CT 06016
(860) 713-6150 www.ct.gov/dcp

CPAPR-01 REV 9/09

APPLICATION FOR CONNECTICUT REAL ESTATE APPRAISER

EDUCATIONAL QUALIFICATIONS: REFER TO SECTION IV OF THIS APPLICATION

Carefully read entire Application and Instructions before answering application questions.

Type or Print Clearly. Application must be accompanied by check or money order as indicated below.

Check Payable to: Treasurer, State of Connecticut

MAIL COMPLETED APPLICATION PACKAGE TO ADDRESS ABOVE

All documentation must be original

CHECK Type of Certification or Provisional License

Application Fee **(NON-REFUNDABLE)**

- | | |
|--|---|
| <input type="checkbox"/> State Certified General Appraiser | \$45.00 |
| <input type="checkbox"/> State Certified Residential Appraiser | \$45.00 |
| <input type="checkbox"/> State Provisional Licensed Appraiser | \$140.00 (\$40.00 application fee + \$100.00 initial license fee) |

Application Process:

You must submit an application, application fee and required documents to the Department of Consumer Protection. Once the Department completes its application approval process it will notify PSI, the testing company, and PSI will contact you by mail regarding exam eligibility.

Refer to PSI's website - www.psiexams.com - for exam-specific information in the **Candidate Information Bulletin**.

SECTION I. PERSONAL INFORMATION

Applicant _____
First Name Middle Initial Last Name

Applicant's Residence Address (No. & Street, City, State, Zip Code) _____

Applicant's Mailing Address _____

Social Security number _____
_____-_____-_____

Date of Birth _____
_____/_____/_____

Home Phone Number _____
(____)-_____-_____

Business Phone Number _____
(____)-_____-_____

Fax Number _____
(____)-_____-_____

EMAIL ADDRESS _____

SECTION II. APPLICANTS FOR PROVISIONAL LICENSE ONLY

APPLICANTS FOR A STATE PROVISIONAL LICENSE MUST HAVE HIS/HER SPONSORING APPRAISER PRINT THEIR CONNECTICUT CERTIFICATION TYPE AND NUMBER AND SIGN AND DATE THIS SECTION.

Sponsor's Name (Print) _____ Sponsor's Certification _____ Sponsor's Certification Number _____

Sponsor's Signature _____ Date Signed _____ Sponsor's Email Address _____

SECTION III. RELEVANT HISTORY

- 1 Has applicant ever changed his/her name? Yes ☐ No ☐ If so, give details _____
- 2 Has any complaint been filed against the applicant with the Real Estate or Appraiser Certifying or Licensing Authority of Connecticut or elsewhere? Yes ☐ No ☐ If so, explain _____
- 3 Has applicant ever been convicted of a felony crime? Yes ☐ No ☐
If yes, please provide on a separate sheet the state where crime(s) occurred, date(s) and nature of conviction(s) and final disposition of the case. Include a description of the circumstances relating to each conviction(s).
- 4 Has applicant previously applied for a Real Estate Appraiser certification or license in Connecticut? Yes ☐ No ☐
If yes, when? _____
- 5 Does applicant currently hold or has applicant ever held an appraiser certification, license or registration in Connecticut or elsewhere? Yes ☐ No ☐ If yes, where _____
If other than Connecticut submit a Certification of License History from each state where you are currently or have been licensed. If Connecticut, give appraiser certification or license number: _____
- 6 Has Real Estate Appraiser certification or license been refused, revoked or suspended in Connecticut or elsewhere? Yes ☐ No ☐ If yes, give date(s), particulars, and where _____
- 7 Are you applying for Reciprocity? Yes ☐ No ☐ If yes, include Certification of License History from the state where you were originally licensed by examination.

SECTION IV. FOR EDUCATIONAL QUALIFICATIONS REFER TO STUDENT APPRAISER GUIDE LOCATED AT THE FOLLOWING WEBSITE LINK: http://www.appraisalfoundation.org/s_appraisal/bin.asp?CID=277&DID=717&DOC=FILE.PDF

CLICK ON THE ABOVE WEBSITE LINK – LOCATE THE COURSE TRACKING WORKSHEET FOR YOUR APPRAISER CATEGORY.

Instructions:

1. Fill-out the Course Tracking Worksheet as you complete each of your required courses.
2. You will also need Course Completion Certificates for each of your courses original documents only
3. Include the completed Worksheet and the ORIGINAL certificates with this Application.

SECTION V. APPRAISAL EMPLOYMENT HISTORY

APPRAISAL EMPLOYMENT NAMES & ADDRESSES	# OF APPRAISALS COMPLETED	TOTAL TIME YRS / MOS	TOTAL HOURS APPRAISAL WORK
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION VI. EXAMPLES OF APPLICANT'S APPRAISAL WORK PRODUCT

USE ATTACHED APPRAISAL EXPERIENCE LOG

Complete the attached Appraisal Experience Log and enclose documentation relative to all appraisal experience.

Follow the attached Sample Appraisal Experience Log format.

Total the hours on each page of your Log. Include a Grand Total on last page of Log. Then prepare one-page summary listing each total for each page as well as the grand total. Include the summary page with your Log.

The Appraisal Commission will review your Appraisal Experience Logs and will select a certain number of reports to be considered as experience as prescribed within CGS Chapter 400g. Upon written request by the Commission the applicant shall submit the contents of the specific reports chosen for detailed review. (Residential Certification: five (5) appraisals; or, General Certification: four (4) appraisals at least two (2) of which shall be narrative appraisals of income-producing properties excluding 1-4 family residential properties.)

SECTION VII. REFERENCES

The undersigned hereby certify that they have known _____ for at least three years and certify that the applicant possesses a good reputation for honesty, truthfulness, and fair dealings. **Original signatures required.**

	<u>NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>DATE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

SECTION VIII. CONSENT FOR SERVICE

CONSENT FOR SERVICE OF PROCESS UPON CONNECTICUT REAL ESTATE APPRAISAL COMMISSION

KNOW ALL MEN BY THESE PRESENTS:

THAT THE UNDERSIGNED _____

COUNTY OF _____

STATE OF _____ being an applicant for Certified Real Estate Appraiser or State Licensed Provisional Appraiser under the provisions of Section 20-515(b) of the Connecticut General Statutes and subsequent amendments does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any county of the state in which a cause of action may arise or in which the plaintiff may reside and that in the event that proper service of process cannot be had upon such applicant in any such proceeding in any such county, service of process may be made for the service on the Chairman of the Connecticut Real Estate Appraisal Commission, hereby stipulating and agreeing that such service of process or pleadings upon said Chairman of the Connecticut Real Estate Appraisal Commission shall be taken and held in all courts to be as valid and binding as if due process has been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT _____ ON THE _____ DAY OF _____, 20_____

SIGNATURE OF APPLICANT

SECTION IX. ATTESTATION

Applicant has read the Connecticut Real Estate Appraisal Licensing Laws and Regulations and agrees to promptly return any certification or license when required by the Real Estate Appraisal Commission and adhere to all rules and regulations promulgated by the Commission.

I, the applicant being duly sworn according to law depose, and say that the answers above set forth are true to the best of my knowledge and belief and that this application is made for the purpose of inducing the issuance of the certification or license requested.

STATE _____ CITY OR TOWN _____ COUNTY OF _____

DATE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____

SIGNATURE OF APPLICANT

Notary Public/Commissioner of Superior Court

My Commission Expires: _____



State of Connecticut
Department of Consumer Protection
165 Capitol Avenue – Room 110
Hartford, Connecticut 06106

Rev 5/08

APPRAISAL EXPERIENCE LOG

Date of Report	Property Address City, State, Zip	Property Type (SFR, Condo, or Multi) Commercial	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours worked By Applicant

Applicant's Designation and License Number _____

Supervising Appraiser's Designation and License Number _____

Applicant's Signature _____ Date _____

Supervising Appraiser's Signature _____ Date _____

****** You must maintain separate logs for each supervisor.



State of Connecticut
Department of Consumer Protection
165 Capitol Avenue – Room 110
Hartford, Connecticut 06106

Rev 5/08

SAMPLE
APPRAISAL EXPERIENCE LOG

Date of Report	Property Address City, State, Zip	Property Type (SFR, Condo, or Multi) Commercial	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Number of Actual Hours worked By Applicant
1/24/07	115 Pennsylvania Avenue Washington, DC 20005	SFR	Neighborhood, subject and comp data research and analyses, interior/exterior property inspection cost/sales comparison approaches, final reconciliation.	Reviewed work file and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant)	7
8/14/07	200 S. Broadway Washington, DC 2005	Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation.	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Oversight of comparable data selection and analyses, provided direction in DCF analysis used in income approach, did not physically inspect subject property.	40
2/12/08	144 Elm Avenue Washington, DC 20005	Golf Course	Completed entire appraisal process	Reviewed work file and report, verified subject sales history and all data and analyses in approaches to value discussed with applicant, co-signed appraisal report.	Completed entire appraisal process	60

Applicant's Designation and License Number

Supervising Appraiser's Designation and License Number

Applicant's Signature

Date

Supervising Appraiser's Signature

Date

****** You must maintain separate logs for each supervisor.